

International Development Job Search Action Plan

At the end of the course, participants are asked to group together according to their sector interests and create action plans for securing a job in international development using the strategies and resources discussed in class. Below is a comprehensive action plan that combines the ideas of the eight separate groups. Many of the steps are ongoing and do not necessarily have to be completed in the order listed below.

- ❖ Complete a personal assessment of your strengths, areas of interest, and goals for a job
- ❖ Complete the job ads search exercise
 - Find 10 jobs you are qualified for but wouldn't want
 - Find 10 jobs ads you would love to accept and have all the qualifications and required experience
 - Find 10 job ads you'd love to hold, but do not hold all the necessary qualifications
 - List why you wouldn't want the jobs in the first category
 - List how you can develop or accrue the experience or skills you are missing in the last category
- ❖ Create a general résumé/CV that can be used as a template for more specific positions later
- ❖ Establish an online presence (LinkedIn)
- ❖ Identify what resources and money are available in the program areas that are of interest to you
- ❖ Define and learn about project implementers in your region
- ❖ Research trends in your area of interest effecting your geographic region
- ❖ Do research about the culture, context, and legislation around issues to expand your knowledge
- ❖ Begin to be familiar with specific vocabulary and buzz words that can be included in your résumé
- ❖ Expand your network through social events, personal connections, informational interviews, cold calls, and emails
- ❖ Consider strategically offering pro-bono services to the people you connect with in your network to gain experience in particular fields of interest
- ❖ Check job search sites, implementer websites, and other listings to find specific positions
- ❖ Apply for the position, using language in your résumé that aligns with the position description and the bios of key players in the organization
- ❖ Follow up with the application
- ❖ Repeat the process and maintain a flexible and positive attitude

Remember these strategies are intended to help you carry out your job search in an organized and effective manner. However, every person may have their own particular style that works best for them, so use these as guidelines as you conduct your job search and networking in the way that is best suited to you and your situation.